



TEXAS BOARD OF PROFESSIONAL LAND SURVEYING

12100 Park 35 Circle, Building A, Suite 156, MC-230, Austin TX 78753

www.txls.texas.gov

Phone: (512) 239-5263 Fax: (512) 239-5253

Office Use Only
Firm #
Entity #
Receipt #

BRANCH REGISTRATION FORM

(Only Firms that have already registered their Headquarters should use this form.)

Firms offering land surveying services in the State of Texas are required to register with the Board to engage in public or state land surveying, whether individually or as an association, partnership, or corporation. Complete this form by stating the full name and place of residence of each licensed surveyor employed with Firm engaging in the practice of land surveying and the place, including the street address, city, and zip code, where the branch practice is principally conducted. Mark N/A when appropriate. Any changes to the firm, including closure, are to be reported to the Board. Mail this form to the Board office at the address noted above with a **\$32.11** fee for each location (branch office) offering land surveying services. The fee must be in the form of a check or money order (no cash) made payable to the Texas Board of Professional Land Surveying.

1. Name of Headquarters already registered: _____

Headquarters Firm Number: _____

2. **Branch's Legal Name:** _____

DBA (if applicable): _____

Mailing Address: _____

Physical Address: _____

Address City County State Zip

Telephone Number: _____ Fax Number: _____

E-mail: _____

3. Name(s) of Managing Owner(s), Partner(s), Officer(s) or Director(s) of firm: _____

4. Name(s) of full time Registered Professional Land Surveyors employed at this location:

<u>Full Name of Surveyor</u>	<u>RPLS #</u>	<u>Residence Address</u>	<u>Telephone Number</u>
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****Affirmation of employment to be signed and sealed by each RPLS who is an employee of firm (use page 2 for RPLS signature and seal)****

I hereby certify under penalty of perjury that the information contained herein is true and correct to the best of my knowledge, information and belief.

Name of Remitter _____ Signature of Remitter _____
(Print)

Position with Firm _____ Amount Enclosed \$ _____ Date _____

Firm branch is required to renew its registration and pay the designated fee prior to January 1 of each year to offer land surveying services in the next year. If a firm branch does not renew its registration and pay the designated fee prior to January-1-of each year, the firm's branch registration will be deemed expired. Any surveying services offered without a valid renewed registration is in violation of the Professional Land Surveying Practices Act and subject to sanctions and penalties provided for under the Act or as promulgated by the Board.

Reference: Land Surveying Practices Section 10171.352 and Section 1071.353, also Board Rules \$661.55, \$661.56, \$661.57

Please attach additional information regarding branch offices, directors and surveyors as needed.

Affirmation of employment to be signed and sealed by each RPLS who is employed by firm:

I hereby certify under penalty of perjury that I _____, Registered Professional Land Surveyor No. _____ am employed full time by herein named Firm. I hereby acknowledge this statement by affixing my Registered Professional Land Surveyor seal hereto.

I hereby certify under penalty of perjury that I _____, Registered Professional Land Surveyor No. _____ am employed full time by herein named Firm. I hereby acknowledge this statement by affixing my Registered Professional Land Surveyor seal hereto.

I hereby certify under penalty of perjury that I _____, Registered Professional Land Surveyor No. _____ am employed full time by herein named Firm. I hereby acknowledge this statement by affixing my Registered Professional Land Surveyor seal hereto.